



Los Angeles Homeless Services Authority

a joint powers authority of the city & county of los angeles

MINUTES OF THE LOS ANGELES HOMELESS SERVICES AUTHORITY FINANCE, CONTRACTS & GRANTS MANAGEMENT COMMITTEE MEETING

Held December 9, 2009

The Los Angeles Homeless Services Authority Finance, Contracts & Grants Management Committee Meeting, held in the LAHSA Administrative Office located at 453 S. Spring Street, 12th Floor, Los Angeles, California, was called to order at 2:00 p.m. by Douglas Mirell, Chair.

Attendance

LAHSA Commissioners Present:

Douglas Mirell
Howard Katz, Alternate

LAHSA Commissioners Absent

Larry Adamson
Ramona Ripston

LAHSA Staff:

Michael Arnold, Executive Director
Steve Andryszewski, Chief Financial Officer
Keshia Douglas, Director of Administration
Stuart Jackson, Controller
Maged Azer, Administrative Financial Manager
Erin Hollander, Board Liaison

CALL TO ORDER/ROLL CALL/ESTABLISHMENT OF QUORUM

Roll was called and quorum was established at 2:01 p.m.

1.0 Review of Minutes held November 18, 2009.

Public Speaker(s): There were no public speakers.

Motion: Commissioner Mirell moved and Commissioner Katz seconded approval of the minutes.

Action: The motion passed unanimously.

2.0 Status report on cash balances, accounts receivable, accounts payable & programmatic and administrative YTD budget to actual.

Steve Andryszewski, Chief Financial Officer reported: LAHSA continues to partner with its funders to ensure receivables are collected within an acceptable timeframe; aged payables are monitored to facilitate appropriate cash flow to service providers; and adequate cash balances are maintained to ensure LAHSA meets its administrative expenditure needs.

- Aged Payables:
 - Staff is working with the local HUD office to resolve an outstanding payable amount of \$31,745 which relates to a 2002 SHP contract.
 - Staff is working with the local HUD office to expedite the setup of several contracts in the HUD cash drawdown system so that several past due invoices can be paid.
 - 90 day past due amount relates to a contract with U.S. Vets that has been deobligated by HUD. An appeal to HUD is still pending with no further updates.

- Accounts Receivable: an additional amount of \$2,694,362 was requested from the Los Angeles Housing Department (LAHD) on Monday, November 16 as part of LAHSA's normal cash request cycle.

Public Speaker(s): There were no public speakers.

3.0 Report on status of negotiation, due diligence and any remaining items relative to the CRA owned real property located at 8224 S. Broadway.

Steve Andryszewski reported that staff requires additional time to complete the due diligence on the property and requested that this item be removed from the agenda.

Public Speaker(s): There were no public speakers.

Motion: Commissioner Katz moved and Commissioner Mirell seconded removing the item from the agenda.

Action: The motion passed unanimously.

3.1 Authorize the acceptance of CRA owned real property located at 8224 S. Broadway for a purchase price of \$1 and authorize the Executive Director to negotiate and execute the appropriate documents with the CRA to effect the sale and transfer of said property.

Steve Andryszewski reported that staff requires additional time to complete the due diligence on the property and requested that this item be removed from the agenda.

Public Speaker(s): There were no public speakers.

Motion: Commissioner Katz moved and Commissioner Mirell seconded removing the item from the agenda.

Action: The motion passed unanimously.

4.0 Approve the release of the 2009-2010 LAHSA A-133 Single Audit Request For Proposals (RFP).

Steve Andryszewski gave the report:

- Since LAHSA expends in excess of \$500K in federal funding annually, OMB Circular A-133 requires that a Single Audit be completed each year by a qualified, independent firm.
- LAHSA's current three year engagement with Mayer Hoffman McCann, P.C. will expire with the release of the Single Audit for the period ending June 30, 2009.
- The RFP being presented for approval seeks to engage a qualified firm to complete the audit for the fiscal years ending June 30, 2010, 2011 and 2012.

Public Speaker(s): There were no public speakers.

Motion: Commissioner Katz moved and Commissioner Mirell seconded the motion to release the LAHSA A-133 Single Audit RFP.

Action: The motion passed unanimously.

5.0 Report on status of LAHSA's 2010-2011 preliminary budget submission to the City of Los Angeles.

Steve Andryszewski reported on the City General Purpose Fund budget submission which is due to the City of Los Angeles on December 18, 2009:

The request of \$11,742,042 includes:

- Continued funding of \$10,695,770 for the Year Round Emergency Shelter and Winter Shelter Programs, the Downtown Drop-In Center, the HUD mandated local cash match requirement for LAHSA's Homeless Management Information System, as well as LAHSA operational costs associated with administering these programs.
- Additional funding for Homeless Count 2011 and Streets or Services.

Due to the budget crisis facing the City this year, staff is working with the Mayor's office and the Chief Legislative Analyst to identify alternative funding sources for the Homeless Count and Streets or Services.

Public Speaker(s): There were no public speakers.

6.0 Public Participation

There were no requests for public participation.

Adjournment

The meeting adjourned at 2:23 pm.